

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOT1073255

Date Posted: 06/20/11

POSITION NO: 241189

Closing Date: 07/01/11

CLASS CODE: 3312

POSITION TITLE: Associate Civil Engineer

DEPARTMENT NAME: Navajo Division of Transportation

DEPARTMENT NO: 107 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOUR: POSITION TYPE: GRADE: S63A

Days: Monday-Friday

Permanent: ☒

SALARY

Hours: 8:00 AM - 5:00 PM

Temporary: ☐

Duration: N/A \$ 40,164.80 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 19.31 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general direction, performs moderate difficulty work, coordinate day to day inspection of transportation related construction, maintenance, project specifications plans, contract documents activities. A technical representative of Navajo DOT, assure projects are being completed and process according to contract terms. Inspect roads maintenance/construction material to assure conformity with specification standards. Monitor document day to day construction process and inspections, daily charts/logs of progress for on-going projects. Maintain continuous open communication with the each project team. Lead role in resolving disputes between the chapter, contractor and Navajo DOT. Participate in development of project scope of work, contract document, etc. participate in pre-construction & close out meetings. Attend chapter, tribal programs, committees, federal agencies, state, agencies, county agencies, and general public. Participate in public hearing meetings; coordinate and schedule meetings. Responsible for maintenance of project records and activities. Development and maintaining electronic hard copy files/database for all inspections. Submit narrative written reports, etc.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Bachelors degree in Civil Engineering, Mining, Environmental or related field or academic discipline. **(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees,**

**Experience:**

Experience inspecting transportation construction projects. Good verbal & written communication skills. Navajo Speaker Preferred.

**Special Knowledge, Skills and Abilities:**

Thorough knowledge of construction techniques as they relate to transportation projects. Calculate slope, grade, compaction, and other construction engineering related requirements.

**VETERANS PREFERENCE APPLIES**

**License/Certification Requirements:**

Must possess a valid state driver's license and obtain a Navajo Nation Vehicle Operator's Permit.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**